

ANTONETTE SEVILLA CRUZ

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OBJECTIVE

- To be hired as Administrative Assistant for the Office of the Vice-President for Student Affairs and Services

EDUCATIONAL BACKGROUND

Graduate Study

Visayas State University **2018**
Masters in Management major in Business Management

Tertiary

STI College **2010**
Bachelor of Science in Computer Engineering

Secondary

Visayas State University Laboratory High School **2005**

Elementary

Tinag-an Elementary School **2001**

SKILLS

- Excellent in Microsoft Office (Word, PowerPoint, Excel) Application
- Excellent in Application Software Installation
- Excellent in recordkeeping
- Average in PC Troubleshooting
- Average in Adobe Photoshop Application

CAREER SERVICE ELIGIBILITY

- Passed the Career Service Professional Eligibility with a rating of 81.59%

RELATED TRAININGS AND SEMINARS

ISO 9001:2015 Awareness/ Re-awareness Webinar **August 29, 2023**
Visayas State University, Visca, Baybay City, Leyte

DME Curriculum Review **August 1-2, 2023**
Visayas State University, Visca, Baybay City, Leyte

Personality Development and Developing Customer Satisfaction **June 13-16, 2023**
Personnel Officers Association of the Philippines, Puerto Princesa City, Palawan

Mandatory Orientation and Re-orientation of Academic Advisers, and Department Enrollment Focal Persons **February 10, 2023**
Visayas State University, Visca, Baybay City, Leyte

Orientation/Re-orientation of Duties and Responsibilities of DDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines **September 7, 2022**

Visayas State University, Visca, Baybay City, Leyte

Reorientation of Employees' Duties and Responsibilities and Good Customer Service **September 23, 2021**

Visayas State University, Visca, Baybay City, Leyte

Control Your Records Before They Control You: The Basics of Records Management and Records Control **January 27, 2021**

Department of Science and Technology - Science and Technology Information Institute

Document Tracking System **November 13, 2020**

Visayas State University, Visca, Baybay City, Leyte

Identification of proper and complete items, technical Specification and parameters, and orientation of the Purchase Request Module of the Supply Properties Procurement Management Information System **August 28, 2020**

Visayas State University, Visca, Baybay City, Leyte

Working Towards Personal Effectiveness **November 20-23, 2018**

Personnel Officers Association of the Philippines, Cagayan De Oro

Orientation on Preparation of Documents for the Internal Audit **July 26, 2017**

Visayas State University, Visca, Baybay City, Leyte

ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit **March 2-3, 2017**

Visayas State University, Visca, Baybay City, Leyte

Full Awareness Training Course ISO 9001:2015 **January 26-27, 2017**

AJA Registrars Incorporated, Visca, Baybay City, Leyte

Procurement Planning Workshop **September 13, 2016**

Visayas State University, Visca, Baybay City, Leyte

Procurement Act Orientation **September 9, 2016**

Visayas State University, Visca, Baybay City, Leyte

WORK EXPERIENCE

Administrative Aide VI **August 2, 2021 to present**

Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte

Administrative Aide IV **February 18, 2019 to August 1, 2021**

Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte

Administrative Aide III **November 2, 2016 to February 17, 2019**

Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte

Clerk (Job Order) **February 3, 2014 to November 1, 2016**

Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte

Customer Service Representative
Experts Global Solutions Company
Palo, Leyte

May 10, 2013 to November 8, 2013

Clerk (Job Order)
VSU Bakery
VSU, Visca, Baybay City, Leyte

April 23, 2012 to February 28, 2013

CHARACTER REFERENCE

Engr. Ronard G. Paña
Head, Department of Mechanical Engineering
Visayas State University, Baybay City, Leyte

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Engr. Jundy R. Castil
Former Head, Department of Mechanical Engineering
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Dr. Jannet C. Bencure
Dean, College of Engineering and Technology
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